



California State Fire Training

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INTERIM SFT PROCEDURES

Reissued Date: September 19, 2015

Procedure Title: Primary Instructor Registration

Effective Date: August 1, 2012

Section Change: On July 20, 2012, The Statewide Training and Education Advisory Committee (STEAC) approved the following procedure for new registered instructor applicants. State Fire Training will:

1. Continue to require participants just beginning training in instructional techniques to complete Training Instructor 1A, 1B & 1C as the first of the five options used to satisfy the Accredited Regional Instructor, instructor training requirement.
AND/OR
2. For those participants that have completed the historical courses, modify policy to allow continued use of Fire Instructor 1A & 1B and require completion of the new Training Instructor 1C. As an alternate, a *previously completed* Fire Instructor 2A course would also be an acceptable alternative to Training Instructor 1C under this scenario.

Justification: In January 2009 SFT began delivery of the three new courses, Training Instructor 1A, Training Instructor 1B and Training Instructor 1C. The intent was that these three courses would replace the long standing Fire Instructor 1A and Fire Instructor 1B courses as one of the five options to satisfy the Accredited Regional Instructor, instructor training requirement. In an effort to transition into this new requirement, Accredited Regional Instructor applicants were allowed to make application utilizing Fire Instructor 1A and 1B until December 31, 2011. As of January 1, 2012, Training Instructor 1A, Training Instructor 1B and Training Instructor 1C were to be the only CFSTES courses allowed to satisfy the instructor training requirement. This change was approved by STEAC and widely publicized by SFT.

Notwithstanding the statewide notification, numerous Registered Instructor candidates missed the December 31, 2012 deadline and have been soliciting SFT to accept their applications utilizing Fire Instructor 1A and 1B. Furthermore, numerous fire agencies did not adequately understand the change and have been misinforming their personnel on the requirements. This change in procedure clarifies requirements to become an SFT registered instructor.

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Approved By:

Mike Richwine, Assistant State Fire Marshal

This Interim Procedure provides guidance and/or interpretation on State Fire Training Procedures and shall be effective for 12 months from the approval date.

6.8.11: INSTRUCTOR SERIES INSTRUCTOR

6.8.11.1: Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Instructor I: Instructional Methodology • Instructor II: Instructional Development • *Training Instructor 1A: Cognitive Lesson Delivery • *Training Instructor 1B: Psychomotor Lesson Delivery • *Training Instructor 1C: Instructional Development Techniques • Fire Instructor 2A: Techniques of Evaluation • Fire Instructor 2B: Group Dynamics/Problem Solving • Fire Instructor 2C: Employing Audiovisual Aids 	<ul style="list-style-type: none"> • Ethical Leadership in the Classroom • Instructional Techniques for Company Officers

***New**

6.8.11.2: General Qualifications

- A. A primary instructor for a CFSTES or FSTEP Fire Instructor course shall meet the qualifications required of all SFT registered primary instructors.
1. See ***6.2.1: Qualifications**.

6.8.11.3: Instructor Requirements

- A. A primary instructor for Instructor I or Instructor II course must have attended and passed Instructor I, Instructor II, and Fire Instructor 2A, 2B, and 2C.
- B. A primary instructor for Training Instructor 1A-1C and Fire Instructor 2A-C courses must have attended and passed Training Instructor 1A, 1B, and 1C and Fire Instructor 2A, 2B, and 2C.**
- C. A primary instructor for Ethical Leadership in the Classroom must have attended and passed Instructor I and II (**or Training Instructor 1A, 1B, and 1C**) and Fire Instructor 2A, 2B, and 2C.

6.8.11.4: Teaching Experience

- A. A primary instructor for the CFSTES Instructor Series courses shall have taught a minimum of 160 hours within a fire service related program.
- B. A primary instructor for a FSTEP course shall have taught a minimum of 80 hours within a fire service related program.

6.8.11.5: Rank and Professional Experience

A. A primary instructor for a CFSTES or FSTEP Instructor course shall meet the rank and professional experience qualifications listed below.

1. Performing in an "acting" capacity does not qualify.

CFSTES Courses	Rank and Experience
<ul style="list-style-type: none"> • *Training Instructor 1A • *Training Instructor 1B • *Training Instructor 1C 	<ul style="list-style-type: none"> • Held the position of designated agency training instructor within a California fire department for a minimum of three years
<ul style="list-style-type: none"> • Instructor I • Instructor II 	<ul style="list-style-type: none"> • Held the position of designated agency instructor within a California fire department for a minimum of three years
<ul style="list-style-type: none"> • Fire Instructor 2A • Fire Instructor 2B • Fire Instructor 2C 	Both required: <ul style="list-style-type: none"> • Held the position of designated agency training instructor within a California fire department for a minimum of three years • Has specific course-related expertise

***New**

FSTEP Courses	Rank and Experience
<ul style="list-style-type: none"> • Ethical Leadership in the Classroom 	All required: <ul style="list-style-type: none"> • Have a minimum of five years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter • Held the rank of chief officer for a minimum of two years <ul style="list-style-type: none"> ○ Two letters of recommendation from current Ethical Leadership in the Classroom primary instructors waives this requirement. • Have a minimum of five years' experience as an SFT registered instructor in good standing • Taught a minimum of three CFSTES courses within the last five years
<ul style="list-style-type: none"> • Instructional Techniques for Company Officers 	<ul style="list-style-type: none"> • Held the rank of fire fighter performing suppression/rescue duties within a Recognized Fire Agency in California for a minimum of two years

6.2.1: QUALIFICATIONS

- A. These qualifications apply to all individuals seeking primary instructor registration with SFT. Additional qualifications and specific requirements to teach specific courses are listed in **6.8: Instructional Disciplines**.

6.2.1.1: Course Work

- A. Has passed the SFT course he or she is applying to teach.
- B. In cases where an individual has not completed the SFT course he or she wishes to teach, he or she may attempt to qualify through the Peer Assessment for Credential Evaluation (PACE II) process.
1. See **2.2: Peer Assessment for Credential Evaluation (PACE II) Committee**.
 2. See **6.2.6: Peer Assessment for Credential Evaluation (PACE II) Process**.

6.2.1.2: Instructor Requirements

- A. Has completed SFT's Regional Instructor Orientation (RIO) within the previous 12 months
- B. Has completed SFT's Ethical Leadership in the Classroom course and signed the SFT Instructor Code of Ethics/Conduct (See **11.7: Instructor Code of Ethics/Conduct**.)
- C. Has fulfilled one of the following instructor training qualifications:
- Attended and passed SFT Instructor I and Instructor II
 - ***Attended and passed SFT Training Instructor 1A, 1B, and 1C**
 - ***Attended and passed SFT Fire Instructor 1A and 1B and Training Instructor 1C or Fire Instructor 2A**
 - Holds a valid lifetime community college teaching credential
 - Completed the 60-hour Techniques of Teaching course from a University of California (UC) or California State University (CSU) institution
 - Completed the National Fire Academy's (NFA) Fire Service Instructional Methodology course
 - Completed four semester units of upper-division credit in educational materials, methods, or curriculum development

***New**

6.2.1.3: Teaching Experience

- A. Has a minimum 80 hours of classroom teaching experience in a fire service-related program

6.2.1.4: Rank and Professional Experience

- A. Meets the rank and experience requirement for the course he or she is applying to teach (See **6.8: Instructional Disciplines**.)
1. Performing in an "acting" capacity does not qualify.